

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER (JRTC) AND FORT POLK
FORT POLK, LA 71459-5341

NONAPPROPRIATED FUND ANNOUNCEMENT

OPENING DATE: 16 JUN 04

CLOSING DATE: 31 DEC 04

The following positions are included in this announcement:

ANNOUNCEMENT NO.:	TITLE/PAY PLAN-SERIES-GRADE
NAF-PA-2004-01	Custodial Worker, NA-3566-02
NAF-PA-2004-02	Security Guard, NF-0085-01
NAF-PA-2004-03	Lifeguard, NF-0189-01
NAF-PA-2004-04	Maintenance Mechanic Helper, NA-4749-05
NAF-PA-2004-05	Recreation Assistant, NF-0189-02
NAF-PA-2004-06	Food & Beverage Attendant, NA-7420-03

Applications and/or resumes for consideration and evaluation methods of candidates will be in accordance with AR 215-3. All qualified applicants will receive consideration without regard to race, color, creed, sex, national origin, politics, marital status, physical handicap (which does not interfere with the accomplishment of the job), age, membership or non-membership in a labor organization. All applications and/or resumes will remain active for 90 days and then will be placed in the inactive file.

WHISTLE BLOWER PROTECTION: NAF employees and applicants will be free from reprisal in making protected disclosures and the confidentiality of the employees and applicants will be protected.

SPECIAL CONDITION OF EMPLOYMENT: All NAF employees are required to designate a financial institution to which their pay can be directly deposited via Electronic Fund Transfer (EFT). A waiver may be requested to alleviate financial hardship.

AREA OF CONSIDERATION: Applications (DA FORM 3433 and 3433-1) and/or resume will be accepted from all individuals, including active duty military.

WHERE TO APPLY: Applications (DA FORM 3433 and 3433-1) and/or resume may either be mailed to the Civilian Personnel Advisory Center (CPAC), NAF Branch, 7041 Radio Road – Bldg. 413, Fort Polk, LA., 71459 or submitted to CPAC by placing the application and/or resume in the drop slot outside the building or in the drop slot in the Job Information Center. All applications and/or resumes must be received in CPAC no later than the closing date of the announcement.

HOW TO APPLY: Interested candidates should apply by completing, signing and submitting an application for Nonappropriated Fund Employment, DA Form 3433 and 3433-1(Supplemental Application Form, must be completed as a condition of employment) and/or a resume. One application and/or resume is required for each position. Applications and/or resume must be

completed according to instructions on the DA Form 3433 and 3433-1. Applications/resumes must include an original (not photocopied) signature and date. **INCOMPLETE APPLICATIONS/RESUMES WILL NOT BE CONSIDERED.** Applications and/or resumes must be completed with detailed description of experience for each period of employment.

SELECTION PRIORITIES: Selection preferences for all competitive recruitment actions for positions NF-3 and below, to include all prevailing rate positions, will be given according to the following priorities:

1. Spouse Employment Preference (SEP)
2. Involuntarily Separated Military (ISM)
3. Current and former employees
4. Outside Applicant - veteran (DD 214, MBR 4)
5. Outside Applicant - non-veteran

Selection will be made of Priority 1 applicants before all other Priorities. In the absence of Priority 1 applicants, selection will be made of Priority 2 applicants before all other Priorities. If there are no applicants available from Priority 1 or 2, then consideration will be as follows:

Consideration of Priority 3 (selection not mandatory). If there are applicants from Priority 4, then selection may be made from Priority 3 or 4. If there are Priority 4 applicants, selection may not be made from Priority 5 unless pass over of a Veteran to select a non-veteran is approved by the Garrison Commander.

SPOUSAL PREFERENCE ELIGIBILITY: Begins 30 days prior to military sponsor's reporting date and continues through entire tour or until acceptance or declination of a position offer (NAF, APF, or AAFES whether preference was applied or not), with the exception of a temporary position to last less than one year. **To apply under Spouse Preference, the completed Request for Application of Spouse Preference For Nonappropriated Fund (Fort Polk Form FP 131), and a copy of Sponsor's PCS orders must be furnished with DA Form 3433 and 3433-1 (Nonappropriated Fund Employment Application) and/or resume to certify eligibility for preference in NAF positions of grade NF-3 and below. REFUSAL BY THE SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT PROCEDURES (I.E., INTERVIEW, KNOWLEDGES, SKILLS AND ABILITIES WHERE REQUIRED, ETC.) IS CONSIDERED A DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.**

INVOLUNTARILY SEPARATED MILITARY (ISM) AND THEIR ELIGIBLE FAMILY MEMBERS: Eligibility for ISM preference will be verified by a copy of DD 214 (member 4 copy) or DD 1173 (ID Card) for eligible family members or a copy of official letterhead from the Department of the Army indicating eligibility. This applies to competitive recruitment at grades NF-3 and below. An individual can only receive this preference once. An ISM preference is terminated upon placement or declination of a position (whichever comes first).

CURRENT AND FORMER NAF EMPLOYEES (CNE & FNE): A CNE is an employee who is currently working for Nonappropriated Funds. A FNE is a former employee who previously worked

for Nonappropriated Funds regardless of dates of prior employment or location. Unless presently employed as a NAF employee at Fort Polk applicants must furnish proof of employment status by providing the latest copy of DA Form 3434. In addition, Appropriated Fund employees (APF) are also considered in this category. A copy of their latest SF 50 must be submitted with the application/resume.

OUTSIDE APPLICANT VETERAN (OAV): An OAV is an applicant who has served on active duty for at least six months prior to 15 October 1976; served in a campaign or expedition for which a badge is authorized and who has not been previously employed by a NAF activity. A copy of DD Form 214 (member 4 copy) must accompany the job application and/or resume. This priority is granted whether or not the service member retired from the military service as long as the discharge was "honorable".

OUTSIDE APPLICANT NON-VETERAN: If the applicant is a retired military service member, a copy of DD Form 214 (member 4 copy) must accompany the job application and/or resume and employment cannot be granted for 180 days after the military retirement date. If the applicant did not retire, but previously served in the military regardless of the number of years, then a copy of DD Form 214 (member 4 copy) is also required.

In accordance with the Department of the Army Guidance for streamlining the recruiting procedures, all applicants will not be individually notified of their qualifications and final action taken under this announcement.

=====

ANNOUNCEMENT NO.: NAF-PA-2004-01

POSITION TITLE: Custodial Worker
PAY PLAN-SERIES-GRADE: NA-3566-02
ENTRANCE SALARY: \$6.24 per hour
LOCATION: DCFA, Fort Polk Lodging
EMPLOYMENT CATEGORY: Flexible Appointment. (No Guaranteed Hours).

SUMMARY OF DUTIES: Cleans furniture, fixtures and equipment in offices, storerooms, corridors, stairways, lounges, quarters, laundry room, latrines and other areas as directed. Sweeps, dry mops, scrubs, waxes, polishes floors, using broom, mop, powered equipment. Cleans and shampoos carpets, using commercial vacuum cleaners and shampooer. Moves, cleans, dusts, waxes, polishes furniture, fixtures and equipment. Empties ashtrays and wastebaskets. Replaces light bulbs. Washes walls, windows, blinds. Removes stains, using chemicals/cleaning agents provided. In living quarters, makes beds, changes bed and bath linens, collects soiled linens and places at a designated pickup point. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: Three (3) months experience required. Ability to follow written and oral instructions. Skill in operation and use of basic cleaning tools and equipment,

including the physical skills necessary to handle/control heavier equipment such as institutional-type buffers. May be required to obtain a permit to operate a light motor vehicle.

Frequently lifts and carries equipment, wet laundry, supplies weighing up to 50 pounds. May push a hand truck. Continually bends, stands, walks, reaches and stoops. Works from ladders.

=====

ANNOUNCEMENT NO.: NAF-PA-2004-02

POSITION TITLE: Security Guard

PAY PLAN-SERIES-GRADE: NF-0085-01

ENTRANCE SALARY: \$7.00 per hour

LOCATION: DCFA, Food, Beverage & Entertainment (Sports America)

EMPLOYMENT CATEGORY: Flexible Appointment. (No Guaranteed Hours).

SUMMARY OF DUTIES: Provides normal security protection. May serve as master-at-arms, ensuring that patrons comply with the facility rules and standards. Patrols facility, circulating among patrons to maintain and prevent damage to furnishings, and to ensure patrons safety. Warns patrons guilty of infractions and, if they become unruly, tactfully removes them from the facility. May call military police if necessary. Checks identification cards of persons entering facility to which assigned. As required, may assist in cleaning tables and returning glassware to the bar during entertainment events. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: Ability to read and follow oral and written instructions and skills in dealing with people under difficult conditions. Three months of experience in an industrial, residential, or other security-type business or service with any of the components of the Armed Forces.

=====

ANNOUNCEMENT NO.: NAF-PA-2004-03

POSITION TITLE: Lifeguard

PAY PLAN-SERIES-GRADE: NF-0189-01

ENTRANCE SALARY: \$6.00 per hour

LOCATION: DCFA, CRD, Sports & Athletic Branch – Swimming Pool

EMPLOYMENT CATEGORY: Flexible Appointment. (No Guaranteed Hours).

SUMMARY OF DUTIES: Performs lifeguard duties, responsible for safeguarding the lives of persons using the swimming pool. Rescues swimmers and administers first aid as required. Ensures that safety rules are followed. Assists in maintaining pool, and keeping area clean and free from any hazards. May be called upon to conduct swimming instructions for young children, with a parent or guardian present. Provides information to swimmers regarding safety rules and procedures. Tactfully warns patrons who repeatedly disregard safety rules, and reports their behavior to the Senior Lifeguard. Maintains daily logs and records as required.

QUALIFICATION REQUIREMENTS: Current Red Cross Advanced Life Saving Certificate. Current CPR Certificate. **(Must attach a copy of Red Cross and CPR certifications to application).**

=====

ANNOUNCEMENT NO.: NAF-PA-2004-04

POSITION TITLE: Maintenance Mechanic Helper

PAY PLAN-SERIES-GRADE: NA-4749-05

ENTRANCE SALARY: \$7.55 per hour

LOCATION: DCFA, Admin/Support Division

EMPLOYMENT CATEGORY: Flexible Appointment. **(No Guaranteed Hours).**

SUMMARY OF DUTIES: Works under the general supervision of the Facility Manager. Performs a variety of trade and craft duties involving the maintenance, repair, and improvement of facilities. Assists in the maintenance and repair of building interiors. Patches and paints walls, replaces faucet washers, light bulbs, and fuses. Unstops sinks and toilet bowls. Hangs electrical fixtures, and repairs screens and storm sashes. Makes minor repairs to furniture and woodwork. May occasionally assist in the moving of furniture or refinishing their appearance. Assists in the maintenance and repair of building exteriors. Prepares surfaces for painting by applying sealing compounds and primers. Finishes rough edges, smoothing them with file, emery cloth, and sandpaper. Paints when surfaces are ready. Sets up and adjusts ladders and scaffolding. Carries, lifts and holds materials in position during operations. Assists in the maintenance and repair of the grounds. Cuts grass, plants, trims hedges, trees, and shrubbery. Dumps trash, waters plants, and sweeps walkways, and may be required to shovel snow. Drives a ½ to 1 ton military vehicle to and from work site to transport material and personnel. Prepares trip tickets, performs driver's daily maintenance and reports any major repairs to supervisor.

QUALIFICATION REQUIREMENTS: Applicant must have experience in performing duties as described and must have the ability to follow oral and written instructions involving those duties. **Applicant must have a valid driver's license.** Frequently stands, stoops, bends, kneels, climbs and works in tiring and uncomfortable positions. May carry equipment, tools, or supplies weighing up to 40-80 pounds.

CONDITION OF EMPLOYMENT: Position subject to mandatory drug testing.

ANNOUNCEMENT NO.: NAF-PA-2004-05

POSITION TITLE: Recreation Assistant

PAY PLAN-SERIES-GRADE: NF-0189-02

ENTRANCE SALARY: \$6.80 per hour

LOCATION: DCFA, CRD, Sports Branch – Bayou Classic

EMPLOYMENT CATEGORY: Flexible Appointment. (No Guaranteed Hours).

SUMMARY OF DUTIES: In a patron usage facility, circulates among patrons to assure service is satisfactory; receives and resolves customer complaints; provides information and general instructions on the use of equipment, facilities, and machinery. Assist patrons in use of the facility by checking out equipment, providing safety instruction, demonstrating new or unusual hobby techniques, teaching classes, etc. Plans, conducts, publicizes, and arranges support for NAFI sponsored special events, social activities, tournaments and related functions. Cleans facility and policies grounds as required. Uses a computer or laptop to make notes, prepares and reviews reports, receives and transmits electronic mail in support of personally performed duties, not requiring a qualified typist.

QUALIFICATION REQUIREMENTS: Work experience which involved dealing with the general public. Ability to lift or move weights up to 50 lbs. Ability to use power lawn mower. Possession of valid motor vehicle operator's permit. This position requires a significant amount of reaching, bending, and stooping. The incumbent of this position will be required to work evenings, weekends, and holidays.

ANNOUNCEMENT NO.: NAF-PA-2004-06

POSITION TITLE: Food & Beverage Attendant

PAY PLAN-SERIES-GRADE: NA-7420-03

ENTRANCE SALARY: \$6.94 per hour

LOCATION: DMWR, Sports America

EMPLOYMENT CATEGORY: Flexible Appointment. (No Guaranteed Hours).

SUMMARY OF DUTIES: Performs all of the following duties on a recurring basis: Collects sales slips, total sales on cash register, accepts payment from patrons and makes change as necessary. Maintains related cash records. Keeps work area clean and orderly. Sets up food service counters and steam tables with hot and cold foods and beverages. Prepares coffee and hot water for tea, fills beverage dispensers with juices and soft drinks. Sets tables, seats guests, records guests' selections and turns in orders to the kitchen. Serves food, alcoholic and nonalcoholic beverages. Presents bill and receives payment. Cleans tables and immediate area. Prepares fruits and vegetables for cooking and serving. Makes a variety of fruit and vegetable salads. Portions out food, cleans and prepares meats and seafood for cooking. Checks food during cooking to prevent overcooking. Prepares sandwiches and box lunches. Washes dishes, pots and pans. Empties trash and cleans and sanitizes containers. Unloads trucks and places contents in proper storage and use areas, brings supplies to work areas. Clean floors, walls and windows in kitchen, dining and storage areas. Skill and Knowledge: Able to work alone. Know the proper use of special cleaning and sanitizing solutions. Know simple food

handling techniques. Able to work safely. Able to serve uniform individual portions and avoid distractions when several guests ask for different items at the same time. Able to use simple arithmetic. Receives verbal and written assignments. Is expected to work as scheduled and to know what steps are needed to complete the work. Accomplishes work on own initiative. Work is evaluated for accuracy, promptness and good customer relations. Physical Effort: Frequently lifts and moves items weighing up to 40. Requires constantly standing, stooping, bending, walking and reaching. Working Conditions: Work is normally performed inside with adequate lighting and heat. Care is required to avoid serious injury in food preparation and storage areas.

QUALIFICATION REQUIREMENTS: Applicants must be able to work independently.

Be able to make change. Read and write English sufficient to read recipes and complete required reports. Be able to actively bend, stoop, reach and work in awkward positions. Lift and carry items weighing up to 40 pounds. Be 21 years of age at the time of appointment.

=====

For further information regarding these vacancies, call the Civilian Personnel Advisory Center, NAF Branch (337) 531-6301/6631.

BILL R. CHANCE
NAF Human Resources Officer
CPAC, NAF Branch

DISTRIBUTION
H

FORT POLK IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER